



Job Description

Title –Strategic Management Accountant

Version - 1 Date - 01/02/2018

Post Number:	FA017
Grade /Scale:	PO43
Weekly Hours:	37
Department:	Finance
Status:	Established
Responsible To:	Head of Finance
Responsible for:	4 Assistant Accountants
Location Work base:	Force Headquarters (FHQ)
Job Role /Purpose:	To be responsible for ensuring the effective & efficient use of the Force's financial resources and to provide pro-active financial support and guidance to budget holders for the financial management of their delegated budgets.
Contacts:	Chief Officers, The Chief Finance Officer for the Office of the Police and Crime Commissioner (OPCC), Chief Superintendents, Directorate Leads, Departmental Heads, funding partners, Home Office, HMIC, internal and external auditors, other Forces.
Equality and Diversity	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people.

Person Specification

Knowledge, Skills & Abilities

Essential Criteria

A clear definition of the necessary criteria.

Knowledge/ Education (including qualifications):

1. CCAB / CIMA qualified and evidence of continuous professional development (CPD).

Work Experience:

2. Post-qualification experience of working within a large complex financial environment.
3. Experience of preparing and delivering annual budgets and medium term financial plans in a complex financial environment.
4. Demonstrate experience of preparing, reviewing and analysing complex financial information (including business cases), identifying risks and recommending options for consideration to inform

decision making.

5. Demonstrate evidence of managing and working as part of a team, building good working relationships to achieve departmental and organisational objectives and ensures that staff know what is expected of them.

6. Demonstrate the ability to communicate complex / challenging issues to groups or individuals of varying financial knowledge in a clear and concise manner, including presentations and written reports.

7. Demonstrates the ability to provide a high quality service to individuals and Departments to agreed deadlines, including the ability to manage customer expectations against competing demands.

Personal / Interpersonal Skills, Aptitudes:

8. Demonstrate the ability to accept responsibility for self and others; competent in working independently and showing initiative. Leads by example, showing a commitment and determination to succeed. Introduces new ways of doing things and encourages others to accept them.

9. Demonstrates the ability to provide support to people who are dealing with difficult issues, showing respect and understanding for them and their situation. Treats others with dignity and respect at all times, no matter what their race, religion, position, age, background, circumstances, status or appearance.

10. Demonstrates the ability to encourage others to learn and develop, giving clear and direct guidance and feedback on their performance. Ability to encourage staff to ensure they are motivated to achieve results

Special Skills:

11. Demonstrate extensive knowledge of using Microsoft Excel and networked Financial Information Systems including advanced report writing skills.

Other:

12. Must hold a full driving licence and be prepared to occasionally use own car for business purposes.

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Desirable Criteria

Where available, elements that contribute to improved / immediate performance in the job.

Knowledge/ Education:

Educated to degree level

Work Experience:

To have worked in a public sector environment

Personal / Interpersonal Skills, Aptitudes:

N/A

Special Skills:

Experience of using the Agresso Financial System

Other:

N/A

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Core Responsibilities/ Accountabilities

Operational:

Determine the Force's Corporate financial planning, budgetary control & reporting framework and provide guidance in respect of these.

Develop and manage the Force's revenue medium term financial plan taking into account local and national issues impacting on the Police Service, to ensure that financial implications are fully accounted for and reflected in the budgetary planning to facilitate high-level strategic decision-making.

Prepare the annual Revenue Budget in conjunction with Budget Holders for both the delegated and corporately managed budgets and contribute to the drafting of the Force Budget Papers / Reports.

Production and presentation of financial management information, budget monitoring, financial models etc which are accurate, timely and appropriate for the audience. Ensure an effective and efficient budget management service is provided.

Provision of advice, guidance, briefing and training to Senior Management with a clear focus on obtaining best value, facilitating achievement of targets set out in the Police and Crime Plan through best use of resources for the force.

Take a lead role in budget challenge meetings with Budget Holders / Senior Managers where projected outturn is off-track.

Actively promote the financial awareness and budget management training for managers.

Prepare on a monthly basis a summary of the budgetary position for the Director to submit to COG, detailing variances on both delegated and central budgets making recommendations, as appropriate, to achieve a balanced budget.

Responsible for monitoring and reporting on budgets relating to existing regional arrangements, and providing strategic financial advice on proposals for new regional projects.

To provide professional scrutiny and advice in relation to the financial implications of Business Cases and Change Proposals prior to presentation at key strategic meetings.

Represent the Finance Department at project boards, working groups and other meetings to provide financial input and advice to managers and professionals from other areas and undertake ad hoc project work as required by the Head of Finance.

Promote and embed best practice working methods across Finance to significantly improve processes and systems with a particular emphasis on budget monitoring.

Develop a framework for promoting high levels of compliance with the OPCC's Corporate Governance Framework (financial regulations, standing orders and scheme of delegation) and technical accounting requirements.

Lead the Year-End closure process in respect of the revenue outturn to ensure the timely completion of the OPCC's / Force's Annual Financial Statements. Assist with other aspects of the

Statutory Accounts preparation, as required.

Oversee accurate, timely and regular completion of all grant claim and CIPFA, Home Office and other statistical returns.

Provide advice on charging of Special Police Services and Mutual aid by reference to the current guidance.

Prepare event costings in conjunction with Operational Planning based on the ACPO policy for charging.

Negotiate with event organisers and others in respect of income generation opportunities i.e. provision of Special Police Services and Trading.

Review annually the Force's Fees & Charges with national guidance and regional forces, recommending changes as appropriate.

Management/Leadership:

Manage the staff in the Financial Management Team, taking responsibility for their performance, training and development, participating in their selection and ensuring compliance with the force human resources policies to provide a comprehensive financial service that meets departmental standards.

Be a key member of the Finance Management Team.

Deputise for the Head of Finance, as and when required ensuring the clear allocation of responsibilities in their absence.

Communication:

See requirements under 'Operational Responsibilities'

Administration:

N/A

General:

To have an up to date knowledge of the Data Protection Act and Force Information Security Policy ensuring that all transactions / disclosures are in accordance with the legislation / Policy.

Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.

This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities.

Other:

N/A

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Personal Values /Competencies

Refer to the personal qualities in the **police professional framework** and tick the relevant levels to the job role:

- Decision Making ☒
- Public Service ☒
- Working with Others ☒
- Professionalism ☒
- Leadership – Level 5 or above ☒ (Leading Change, Managing Performance & Leading the Workforce)

Other

Security Check Levels refer to vetting for the specific levels that relate to this job role:

1) Recruitment Vetting (RV)

2) N/A

3) N/A

Date line manager checked vetting level needed : 14/02/2018

Car User: Yes ☒ / No ☐ - Essential /Casual Allowance {per mile / day etc}: Casual User

Budgetary Management: Yes ☒ / No ☐ Budget Value approximate value £ 176.2m (Force / OPCC Budget)

Additional Information:

Reasonable adjustments